

JOB TITLE: Training Officer

ES/3

DEPARTMENT: Emergency Services, Rutherford County

JOB SUMMARY: This position is responsible for developing and coordinating the training of personnel and for participating in the assessing, treating, referring, transporting or releasing of patients.

MAJOR DUTIES:

- o Develops, plans, and coordinates EMS training at the basic and advanced levels.
- o Develops policies, procedures and guidelines for patient care.
- o Schedules external training opportunities for EMS personnel.
- o Maintains records of EMS personnel training; evaluates personnel to ensure they are current on care standards; provides personnel and administration with training evaluation reports.
- o Serves as on-scene administrator for EMS at MCI or disasters.
- o Manages special projects as appropriate.
- o Serves as a paramedic on an ambulance.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of basic and advanced emergency medical and life-sustaining techniques, including cardiac care, trauma and shock care, and ventilation and other CPR techniques.
- o Knowledge of basic algebra, pharmacology, and chemistry for the administration of drug modalities.
- o Knowledge of medical terminology, anatomy, physiology, and disease process.
- o Knowledge of the county road system and geography.
- o Knowledge of radio and 911 communications.
- o Knowledge of infection control and OSHA guidelines.
- o Knowledge of medical billing

- o Ability to deal with stress, death and dying patients.
- o Skill in driving, emergency and otherwise.
- o Skill in supervision.
- o Skill in the administration of emergency medical techniques and in the use of specialized equipment associated with advanced life support.
- o Skill in patient assessment.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director or Operations Supervisor assigns work in terms of very general instructions requiring the use of judgment. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include federal, state, and local laws and policies pertaining to emergency medical treatment, as well as established procedures and medical protocols. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of supervisory, training, and patient care duties. The need to determine appropriate medical procedures for a wide variety of situations and the emotional stress of dealing with emergency and life-threatening situations contribute to the difficulty of the work.

SCOPE AND EFFECT: The purpose of this position is to coordinate the training of department personnel and provide emergency medical care to victims. Successful performance ensures a well-functioning emergency medical services system and the health and well-being of county citizens.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, hospital personnel, law enforcement personnel, fire department personnel, victims of accidents and their families, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office or highly-stressful outdoor situations, where the employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, and occasional inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain appropriate certification.